

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VA 23218-2120

January 31, 2002

TO: Career and Technical Education Administrators  
Career and Technical Education Student Organization Specialists

FROM: Neils W. Brooks, Ed.D., Director  
Office of Career and Technical Education Services

SUBJECT: Career and Technical Education Administrators Regional Update Meetings

Two regional update meetings are scheduled for two days each in Hampton and Roanoke in April, 2002. Specific topics that will be addressed during the two-day period are: 1) CTEMS; 2) Virginia's Workplace Readiness Skills Test Item Bank; 3) Industry Certifications; 4) Project Lead-The-Way; 5) Statewide Partnerships (CompTIA, ProSoft); 6) Information Technology and Biotechnology Update; and 7) the new CTE Rules and Regulations.

We are inviting you and professional staff members who are responsible for administering career and technical education to attend. The meeting schedules are as follows: Day 1, 8:30 a.m. to 5:00 p.m., and Day 2, 8:00 a.m. to 3:00 p.m. Lodging will be provided, one room per school division (if needed) and will be master billed. If you bring additional staff members, you will be expected to pay the cost of lodging for those individuals. A working lunch will be provided both days and a continental breakfast will be provided each morning. Dinner for overnight travelers will be reimbursed according to state guidelines. Individuals will be responsible for all other expenses.

The meeting dates and locations are as follows:

April 8-9, 2002	Hotel Roanoke
April 11-12, 2002	Hampton Radisson

Registration will be confirmed and specific directions will be sent at that time. For additional information please contact Dr. Neils W. Brooks, ([nbrooks@pen.k12.va.us](mailto:nbrooks@pen.k12.va.us)), director, office of career and technical education services, at 804/225-2847, or James A. Gray, ([jimgray@pen.k12.va.us](mailto:jimgray@pen.k12.va.us)), associate director, office of career and technical education services, at 804/225-2833.

sgj

c:	Division Superintendents	Dr. Patricia I. Wright
	Dr. Roy Jones	Career and Technical Education State Staff

## REGIONAL CAREER AND TECHNICAL EDUCATION UPDATE MEETINGS

Name\_\_\_\_\_

School Division\_\_\_\_\_

Address\_\_\_\_\_

Telephone Number\_\_\_\_(\_\_\_\_)\_\_\_\_\_ E-mail Address\_\_\_\_\_

### **Select One**

April 8-9 meeting in Roanoke at the Hotel Roanoke

April 11-12 meeting in Hampton at the Hampton Radisson

### **Lodging Request**      *PLEASE CHECK EACH NIGHT YOU WILL REQUIRE LODGING*

I will need **master billed lodging** (paid by DOE) for the Roanoke meeting  
for      \_\_\_\_ April 7      \_\_\_\_ April 8

I will need **additional lodging** (paid by locality) for the Roanoke meeting  
for      \_\_\_\_ April 7      \_\_\_\_ April 8

\_\_\_\_ Number of rooms

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I will need **master billed lodging** (paid by DOE) for the Hampton meeting  
for      \_\_\_\_ April 10      \_\_\_\_ April 11

I will need **additional lodging** (paid by locality) for the Hampton meeting  
for      \_\_\_\_ April 10      \_\_\_\_ April 11

\_\_\_\_ Number of rooms

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### **Check the appropriate reservation requirements:**

Smoking Room

Nonsmoking Room

Single Room

Double Room

Person sharing the room\_\_\_\_\_

**Please return or fax the registration form to Dr. Roy Jones by March 15, 2002**

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